

**Board of Prison Terms
Job Opportunity
Executive Assistant
Hearings Division**

Duties: Under the direction of the Chief Deputy Commissioner, provides staff assistance and administrative/secretarial support to the Chief Deputy; as well as two Associate Chief Deputy Commissioners when needed.

Researches, collects and assembles information to be used as briefing and/or reference material by the Chief Deputy Commissioner at high level policy and public meetings. Screens incoming correspondence and assigns work to appropriate staff person or unit.

Gathers detailed information from various sources on issues, incidents, announcements and briefs the Chief Deputy Commissioner.

Schedules conferences and meetings with Board staff, officials and other departments and outside agencies.

Desirable

Qualifications:

Good organizational skills and knowledge of computer programs and software (Microsoft Word, Excel, and Internet).

Who Should Apply:

Anyone with the qualifications of an Executive Assistant and who has a desire to work in an office with a variety of projects dealing with all aspects of the correctional program.

Salary:

\$2926 - 3556

How to Apply:

Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: **Shana Groff**
(916) 322-2808

Deadline:

Until Filled

Applications will be screened, and the most qualified applicants will be scheduled for an interview.